

Section 5: House Operations

5.1. ICC Alcohol Policy

5.1.1. Definitions

5.1.1.1. Alcoholic Beverage means alcohol, or any beverage containing more than one-half of one percent alcohol by volume, which is capable of use for beverage purposes, either alone or diluted. (See Tex. Alcoholic Beverage Code 1.04)

5.1.1.2. ICC means University of Texas Inter-Cooperative Council, Inc.

5.1.1.3. Minor means a person who is under 21 years of age. (See Tex. Alco. Bev Code 106.01)

5.1.1.4. Public means persons who are not members of ICC.

5.1.1.5. To sell alcoholic beverages means to receive any form of compensation in return for an alcoholic beverage, including but not limited to (1) exchanging money for an alcoholic beverage; (2) charging a cover share (fee for entry charged at the door) if alcoholic beverages are then served at no charge; (3) charging for tickets in advance of an event if alcoholic beverages are served at the event at no charge; (4) taking a tip for service of an alcoholic beverage, even if the alcoholic beverage is served at no charge.

5.1.1.6. TABC means Texas Alcoholic Beverage Commission.

5.1.2. Rules for Parties Where Any Alcoholic Beverage Is Sold

5.1.2.1. A temporary alcohol permit must be obtained from the TABC to sell alcohol. The following rules for parties where any alcoholic beverage is sold apply to serving or providing (not just selling) alcohol when ICC is acting under the authority of a TABC permit or license. In other words, when the ICC has a permit for a party or other event because alcohol is being sold, the rules apply to any alcohol served or otherwise provided at that party, whether the particular drink is being paid for or not.

5.1.2.2. No alcoholic beverages shall be sold, served, or provided between the hours of 2am and 7am. Hours of service and consumption shall be strictly limited to 7am to 2am. All beverages should be collected at 2am, and no alcoholic beverages should be served after 2am.

5.1.2.3. Alcoholic beverages shall not be sold, served, or provided to minors. No person shall be served an alcoholic beverage without producing a valid Texas driver's license or identification card showing the person to be 21 years of age or older. See Tex. Alco. Bev. Code 106.03.

5.1.2.4. Alcoholic beverages shall not be sold, served, or provided to any person who is obviously intoxicated. See Tex. Alco. Bev. Code 2.02(b)(1).

5.2. Alcoholic Beverages and Minors

5.2.1. ALCOHOLIC BEVERAGES SHALL NOT BE SERVED OR PROVIDED TO MINORS AT ANY PARTY UNDER ANY CIRCUMSTANCES

5.2.2. The following rule must be followed when hosting any party where any alcoholic beverages are served or provided to any person:

5.2.2.1. Alcoholic beverages shall not be served or provided to minors.

5.3. No Legal Duties Created

5.3.1. This policy shall not be construed to create any legal duty on the part of ICC toward ICC members or the public.

5.4. ICC Members to Follow This Policy And The Laws of Texas

5.4.1. UNDER ALL CIRCUMSTANCES AND AT ALL TIMES, MEMBERS OF ICC ARE EXPECTED TO FOLLOW THIS POLICY AND THE LAWS OF THE STATE OF TEXAS CONCERNING THE PURCHASE AND CONSUMPTION OF ALCOHOL.

5.5. Purchase of Alcoholic Beverages

5.5.1. No ICC central or house funds may be used to purchase alcoholic beverages, with the exception of alcohol used for cooking.

5.5.2. Violations of the above (2.56.1) shall be considered theft; violators will own any monies concerned to the ICC. No admission charges or cover charges may be required at any entry into an ICC subdivision (house). ICC (central or house) sponsored flyers may not mention alcohol, except to note that functions are B.Y.O. (bring your own alcohol) and that alcohol will not be provided. Only the Board of Directors may waive the above provisions. The ICC does not condone or indemnify illegal sales or the consumption of alcohol or any illegal substance.

5.6. ICC Boarder Policy

5.6.1. The House Treasurer is responsible for the accounting of all boarders at their house. These responsibilities include the following:

5.6.1.1. Collecting boarder fees on a monthly basis

5.6.1.2. Depositing boarding fees into the house Food Account on a monthly basis

5.6.1.3. Limiting the number of boarders at houses without health department status so that there are no more than 24 people paying to eat at the house at one time.

5.6.2. Houses are encouraged to pay close attention to the boarders in their houses as mismanagement of boarders can lead to lack of food and money which will cause stress in a house. The house can use the money obtained from the boarders in accordance with ICC policy. However, the house is responsible for all boarder charges and any deficits resulting in non-payment of boarder charges. If a house mismanages their house funds, then the ICC Board of Directors is empowered to take the following actions:

5.6.2.1. Remove the house's right to have boarders

5.6.2.2. Remove a house's checkbook and place it in the control of the ICC Financial staff

5.6.3. Mismanagement is defined by the following criteria:

5.6.3.1. A serious lack of food and supplies in a house on a consistent basis

5.6.3.2. Persistent overdraft of checks on the house food account

5.6.3.3. House member complaints

5.6.4. The above criteria are left to the judgment of the Accounting Administrator. If any house is viewed to be mismanaging their funds, then the Accounting Administrator will report it to the Board. ICC general membership is encouraged to report any mismanagement to the Accounting Administrator or the ICC Board of Directors.

5.6.5. Houses are encouraged to take great care that their residents are adequately fed. Sacrificing the obligation to feed its members will cause enormous stress on a house and eventually residents will move out.

5.7. Changes to Room Size Designation

5.7.1. No house in ICC can make room size designation changes without approval of the Board

5.7.2. Room Occupation Policy (updated 06/23/2006, passed by BOD on 02/22/2006)

5.7.2.1. Rooms that either do not have a current contract, have been abandoned, or are suspected to have an un-contracted tenant will be reviewed at staff's discretion to insure that they are empty and available to be contracted for, and are clean.

5.7.2.2. Specifically: At the beginning of each semester, during interim, and at staff's discretion, staff will check that the office keys work for each room that has no contract or that has been abandoned and that the room is clean and in decent condition. (If the room is damaged, not clean, or the key does not work, staff will refer to the check out policy for action to be taken) If during that semester, the room is found not as clean or in decent condition compared to the beginning of the semester, the house will be given seven days to clean the room and fix damages or staff will have the room cleaned and

the house will be charged the exact cost of cleaning the room and/or fixing any damages.

5.7.2.3. If a room that is supposed to be empty is occupied (at any time during the semester) or the office key does not work in the door (not counting the first visit for inspection) and the room cannot be opened at that time the house will be given notice to correct the situation within 24 hours. The room will be reinspected after the 24 hour period and the room will be reviewed once again. If the room continues to appear to be occupied or the office key still does not work the house will be fined \$200 for the first occurrence, and \$100 more for each additional occurrence in the same ICC fiscal year. (for example- the third occurrence shall cost \$400)

5.7.2.4. If any person is living in an ICC room without a contract, then the disciplinary process outlined in point 3 will apply to said person and the house. Each occupied room (that should be empty) counts as a separate occurrence. A room that is occupied by someone with an ICC contract and another person without an ICC contract shall count as an occurrence. (Please see Split Single Policy)

5.7.2.5. If a current member is in a room that should not be occupied, that counts as an occurrence. Staff will send an e-mail indicating that a room was found occupied, locked, or uninhabitable to the house e-mail list so that as many members of the house as possible shall be made aware of the potential fine and the need to resolve the occurrence.

5.7.2.6. Occupants will have 48 hours from when the house is notified by e-mail to remove their belongings. Rooms can be reviewed again 48 hours after the notification is sent by e-mail. If the room is still occupied it will count as an additional occurrence. The house may appeal fines to the board.

5.8. Move-in/Move-out (Reviewed and updated 10/11/06)

5.8.1. An elected member at each house will check rooms for which the contract has ended during the specified move-out dates or whenever a room is vacated. If necessary, an additional person can be hired at the discretion of ECC or staff.

5.8.1.1. The elected member will check empty rooms in accordance with ICC Room Damage Charges.

5.8.1.2. Check-out forms will be returned by the elected member to the office so that fines for damages (if any) may be taken out of the member's room deposit.

5.8.1.3. Funding for the hired person will come first from any fines collected for not turning in check-in/check-out forms, and secondarily from the Facilities Committee Discretionary Fund.

5.8.1.4. The elected member will inform staff of rooms that need to be cleaned or worked on before the next person moves in.

5.8.2. Staff may designate members of a Clean-Up Squad to improve conditions in common spaces of houses that new members would find unacceptable, subject to the following conditions:

5.8.2.1. Members of the ECC will ensure that houses are of acceptable condition and request cleaning if not. However, any member of ICC may request that cleaning occur.

5.8.2.2. The Clean-Up Squad may be supervised by staff, a member of the ECC, or an officer of the house being cleaned. Work will cease once the house is in an acceptable state, as determined by staff, a member of the ECC, or the trustee of the house being cleaned.

5.8.2.3. The Clean-Up Squad will consist of Class A members of ICC, who will be paid at an hourly rate determined by staff.

5.8.2.4. Wages and cost of necessary cleaning supplies will be funded by debits from the discretionary funds of the house being cleaned. These debits may be delayed if they put house finances into a precarious state.

5.8.2.5. The validity of these payments may be appealed to the Financial Committee.

5.8.3. New members will be given a check-in form upon moving into ICC, and are required to return it to the ICC office or a designated box in the house within two weeks, with a deposit-forwarding address included. If the form is not returned within four weeks of moving in, the member will be held responsible for all damages to the room upon moving out.

5.8.3.1 Locks will be changed and re-keyed within seven days of a new member moving in.

5.8.3.2 ICC Staff will be responsible for re-keying the locks as required by law.

5.8.3.3 Original copies of keys will be kept in the ICC office at all times.

5.8.3.4 Membership officers are responsible for taking inventory of house keys and restocking the key supply for their house once per semester.

5.8.3.4.1 Membership Administrator or Membership Coordinator will choose a week once per semester during which membership officers may come in and make key copies to restock their house's key supply.

5.8.3.4.2 If membership officer is unavailable to take this responsibility, maintenance officer or other elected house member may re-stock keys during appointed time period.

5.8.3.4.3 Three or four copies of the original key should be made. One copy will be for the membership officer, one for the maintenance officer, and the other copy(ies) will be for the new member (members for double rooms).

5.8.3.5 Membership Officer Responsibility: The membership officer of each house is responsible for ensuring new members receive keys to their room during move-in period. This responsibility may be delegated to the interim membership officer.

5.8.3.6. House Responsibility: Houses are ultimately responsible for supplying the labor to make sure keys are made and distributed. If keys have not been made by the deadline determined by the Membership Coordinator, the Membership Coordinator and/or other ECC member may hire people to do the work. Charges for labor will be billed to the house.

5.8.4. There will be two designated move-out days at the end of each semester, one for members leaving ICC and another for members changing rooms or houses within ICC. These two dates will be separated by one day to alleviate house conflicts and allow for the houses to check all vacated rooms and perform any cleaning or repairs necessary. Members staying in ICC will not have to remove their belongings from ICC.

5.8.4.1. The elected house member and any interim officers will coordinate with the ECC and staff during the check-out process to ensure the house is in good condition.

5.8.4.2. An official move-in date for new members will be set two days after the room switch date

5.8.4.3. Members staying in the same room are not affected by this policy.

5.8.3.4. Any variance to this schedule must be approved by the Member Resource Administrator.

5.8.5. Members whose rooms are not vacated by midnight on their appropriate move-out date will be charged the holdover fee (defined in membership contract). The Room Switch Day will be considered the official move-out date of people switching rooms within ICC.

5.9. House Officer Descriptions

- 5.9.1. Board Representative (see SR 1.4)
- 5.9.2. Education Officer - Tabled to EdCom- include "Ensure that ICC staff members are aware of house membership policies. Keep an updated house policies sheet at the ICC office."
- 5.9.3. Treasurer
 - 5.9.3.1. Attend ICC Finance Committee Meetings
 - 5.9.3.2. Attend ICC Treasurer trainings
 - 5.9.3.3. Set a house budget
 - 5.9.3.4. Keep a running total of the balance of the house food account
 - 5.9.3.5. Maintain receipts for the house food account
 - 5.9.3.6. Turn in receipts, check stubs, and treasurer A/R forms to the Accounting Administrator on the first day of the month or as designated.
 - 5.9.3.7. Post house ledgers or spreadsheets prominently in the house
 - 5.9.3.8. Answer house members' questions regarding ledger sheets
 - 5.9.3.9. Notify Accounting Administrator of house labor fines or fines for damages
 - 5.9.3.10. Pay house bills, make deposits and collect money as needed
 - 5.9.3.11. Perform all other tasks related to house accounts as required by the house or ICC.
- 5.9.4. Labor Czar
 - 5.9.4.1. Ensure house labor is performed cooperatively and equitably
 - 5.9.4.2. Implement house labor policies and fines
 - 5.9.4.3. Enforce Section ** of Membership Contract regarding weekly labor
- 5.9.5. Kitchen Manager
 - 5.9.5.1. Solicit nutritious menus from cooks
 - 5.9.5.2. Make shopping lists based on staples needed, menus received, and requests
 - 5.9.5.3. Work with house Treasurer to ensure that food purchases stay within budget
 - 5.9.5.4. Keep kitchens stocked with food for general consumption
 - 5.9.5.5. Designate food for cooks
 - 5.9.5.6. Maintain sanitary food storage and adequate kitchen equipment.
 - 5.9.5.7. Ensure that all Health Department requirements are met
 - 5.9.5.8. Perform all other tasks related to kitchen management as required by the house or ICC
- 5.9.6. Maintenance Officer
 - 5.9.6.1. Attend all ICC Facilities Committee meetings
 - 5.9.6.2. Perform minor repairs in house as requested by house members
 - 5.9.6.3. Report major maintenance problems to ICC Facilities Administrator
 - 5.9.6.4. Ensure the safety of members in the house
 - 5.9.6.5. When possible, be available to let contractors into the house or to explain problems to contractors
 - 5.9.6.6. Keep an inventory of house tools
 - 5.9.6.7. Make house members aware of fire and other safety hazards
 - 5.9.6.8. Ensure working order of all house smoke alarms and fire extinguishers and educate house members of emergency procedures
 - 5.9.6.9. Inspect all water fixtures for leaks
 - 5.9.6.10. Be familiar with the location of all fuse boxes, water and gas mains
 - 5.9.6.11. Perform all other tasks related to house maintenance as required by the house or ICC
- 5.9.7. Membership Officer
 - 5.9.7.1. Attend all ICC Membership Committee meetings.

- 5.9.7.2. Maintain current ICC marketing in the house to give to potential applicants
- 5.9.7.3. Train house members to give house tours and answer questions from perspective members.
- 5.9.7.4. Maintain copies of all house keys.
 - 5.9.7.4.1. Restock house keys one per semester.
 - 5.9.7.4.2. Ensure that members receive a key to their room during the move-in period.
- 5.9.7.5. Act as a resource person to new members during move-in.
- 5.9.7.6. Ensure that all members fill out check-in/check-out forms or ensure interim officer fulfills this responsibility
- 5.9.7.7. Keep all house members informed of important contract signing dates.
- 5.9.7.8. Ensure that house members are aware of all ICC membership policies. Ensure that ICC membership policies are followed at the house level.
- 5.9.7.9. Perform other tasks related to membership policies as required by the house or ICC .

5.9.8. Trustee

- 5.9.8.1. Attend all Management Committee meetings and trainings
- 5.9.8.2. Schedule weekly or bi-weekly house meetings, and ensure that meetings follow house rules
- 5.9.8.3. With Board Representative, ensure that all house officer positions remain filled.
- 5.9.8.4. Inform ICC staff members of any house problems with may require their attention
- 5.9.8.5. Be aware of ICC standing rules and policies and communicate them to other house members
- 5.9.8.6. Act as a resource person for house member regarding house policies
- 5.9.8.7. Mediate problems on a house level when appropriate
- 5.9.8.8. Maintain neutrality and delegate mediation to a neutral party if necessary
- 5.9.8.9. Ensure that house and ICC policies, and local, state, and federal laws are followed at the house level
- 5.9.8.10. Inform the ICC board or staff when violations of the preceding item occur
- 5.9.8.11. Uphold Part III, Section 9 of the ICC contract regarding prohibitions
- 5.9.8.12. Ensure the selection of interim officer(s) and inform them of their responsibilities (see Interim Policy)
- 5.9.8.13. Perform other tasks as required by the house, ICC board, or ICC staff.

5.10. House Tool Policy Updated (06/30/2006 - passed by BOD on 11/22/2005)

- 5.10.1. Each house is responsible for owning and maintaining such tools as are needed to maintain the house and perform such repairs for which the house is responsible. For a list of what the house is responsible for, see the House Maintenance Responsibility Defined section of ICC's Standing Rules.

5.11. NASCO Scholarships Policy

- 5.11.1. The Board shall annually budget for a minimum of 12 full scholarships to the NASCO Institute. These scholarships are to be distributed as follows:
 - 5.11.1.1. Five scholarships are held on priority for ECC coordinators registration until two weeks before the conference. Any unfilled ECC scholarships will be allocated as general member scholarships.
 - 5.11.1.2. All non-ECC scholarships will be general member scholarships. Any members interested in attending the conference will enter a lottery. The lottery drawing will be held on the morning of the early registration deadline for the

conference. Any names that were not chosen will be put in waiting list lottery. Anyone that has received a scholarship and then is unable to go must give 48 hours notice. If someone from the waiting list is not able to take the vacant spot, the member must pay the amount of the scholarship.

Section 6: Facilities

6.1. Facilities Committee Discretionary Fund Policy

6.1.1. Purpose of Fund: To allow members to directly participate in spending organizational money on an ongoing basis. The Fund provides money for home improvement projects. The intent is to give motivated members with ideas the means to pay for medium-sized projects on a short timeframe. Generally, projects should provide more than a short-term benefit. The fund allows members to directly participate in spending organizational money on an on-going basis.

6.1.2. Establishment of Fund: When fiscally possible, a Fund will be included in the ICC budget. The amount of money in the fund will be based on expenditures during the previous fiscal years and expected future use.

6.1.3. Exclusions: The Fund should not be used to cover expenses that usually paid for by houses. For example, House funds cover the following: minor maintenance, new furnishings like couches, tables, lamps, and shelves, paint, small kitchen appliances, VCR's, TVs, computers, and service calls that are a result of house member negligence.

6.1.4. Allocation Guidelines:

6.1.4.1. Projects must be approved by the Facilities Committee.

6.1.4.2. Usually member project labor is provided without financial compensation. However, compensation may be given for labor upon satisfactory completion of the project if approved by the Facilities Committee. Either the House at which the project was undertaken or the Facilities Committee will make the determination of satisfactory completion. The Facilities Administrator will not make the determination.

6.1.4.3. No house may receive more than 30% of the total Fund in a single fiscal year without a Facilities Committee recommendation that has been approved by the Board of Directors.

6.1.4.4. In the absence of a functioning Facilities Committee proposals may be presented directly to the Board of Directors.

6.1.5. Disbursement of Funds: Meeting minutes showing the approved Facilities Discretionary Fund project must be provided before payment or reimbursement will be processed.

6.1.6. Fund Tracking and Oversight: The Facilities Administrator tracks the fund, ensures that funds are disbursed per policy, and provides regular reporting to the Facilities Committee. The Board of Directors reserves the right to suspend Facilities Committee spending authority should it find evidence of inappropriate use.

6.2. Keys

6.2.1. Interior and Exterior Bedroom door Locks: These policies are for the purpose of bringing ICC into compliance with Texas Landlord-Tenant law. The bedroom door locks are the locks referenced by the code per ICC's attorney.

6.2.1.1. ICC will rekey bedroom door deadbolt locks pursuant to current laws.

6.2.1.2. The house membership officer and maintenance officer will hold working keys to all interior bedroom door locks in their house.

6.2.1.3. Each house will keep an individual house key policy addressing specific house key issues such as consequences of the key policy violation by a house officer or member (fines, membership review, or whatever the house finds necessary), the number of key holders (if it is to exceed membership and maintenance officers), where keys are to be kept (e.g., officers' rooms, combination lockbox), security of keys, and any other specific issues the house chooses to address.

6.2.1.4. Houses are responsible for providing keys to new members and making key copies for all interior bedroom doors.

6.2.1.5. No member will use a key to open a bedroom door for any purpose other than those specified in the member lease agreement without the express consent of the member(s) leasing the room.

6.2.1.6. Houses or members may request interior door locks be rekeyed at any time at ICC expense.

6.2.1.7. Permitted Hardware: Each interior, non-emergency exit, bedroom door will have a passage door knob, a single deadbolt, a keyless deadbolt, and a peephole. No other locking hardware, such as doorknob locks, chains, or sliding bolts are permitted.

6.2.2. Exterior Non-Bedroom Door Locks (Main House Entrances):

6.2.2.1. ICC provides either a combination electronic door lock or a storage room (always locked) door handle.

6.3. House Maintenance Responsibilities (Revised 2-24-2010)

6.3.1. Houses are solely responsible for the following, regardless of whether they have a maintenance officer or not. Anything not specified herein will be handled centrally by ICC.

6.3.1.1. Plumbing (bathrooms and kitchens primarily):

6.3.1.1.1. Replacement of toilet flappers, handles, and seats

6.3.1.1.2. Reporting water leaks that can't be repaired by house

6.3.1.1.3. Shower head and faucet aerator cleaning and replacement

6.3.1.1.4. Reporting looser wobbling toilets that can't be fixed by house

6.3.1.1.5. Ensuring that nothing besides body waste and toilet paper are flushed in toilets

6.3.1.1.6. Providing sinks and showers with strainers to catch hair and other items

6.3.1.2. Electrical:

6.3.1.2.1. Reporting cracked, broken or loose outlets that can't be fixed by house and replacement of broken or missing switch and outlet covers.

6.3.1.2.2. Replacement of light bulbs located under fifteen feet of height

6.3.1.3. Heating and Air Conditioning:

6.3.1.3.1. Cleaning of window unit a/c air filters

6.3.1.4. Miscellaneous:

6.3.1.4.1. Reporting of holes in walls that can't be fixed by house

6.3.1.4.2. Providing and maintaining water filters

6.3.1.5. Security:

6.3.1.5.1. Reporting of door and window locks that can't be fixed by house

6.3.1.5.2. Locks on house storage areas

6.3.1.6. Fire safety:

6.3.1.6.1. Ensure that all hallways are kept clear and not used for storage.

6.3.1.7. Pest Control

6.3.1.7.1. Fleas: Houses are advised to create policies mandating the treatment of pets to prevent flea outbreaks. Unless the flea problem can be definitively linked to external causes, i.e. wild animals, then houses are responsible for any expenses related to treatment of fleas.

6.3.1.8. Outside appearance of houses:

6.3.1.8.1. Neat appearance of the yard (aesthetic is up to the house, but it must meet city code)

6.3.1.8.2. Houses are responsible for keeping city code with regard to the outside appearance of their houses, which includes: 2.5 Removal of graffiti 2.6 Removal of trash and junk

- 6.3.1.9. Purchase, maintenance, and disposal of residential style personal fridges
- 6.3.1.10. All internet services, including service provider and internal house network.
- 6.3.1.11. Purchasing, leasing, maintenance and disposal of laundry equipment
- 6.3.1.12. Houses requesting that any house maintenance responsibilities be handled centrally will be billed for all material and labor costs
- 6.3.1.13. Houses are responsible for all the duties outlined in the maintenance officer job description, maintenance section of the ICC website, ICC maintenance manuals, and for information disseminated at Facilities Committee meetings.

6.4. Fines

- 6.4.1. Purpose of Fines: to add a punitive damage cost, in addition to any other costs that may be necessary to remedy the situation, in an effort to reduce the incidence of activities that negatively impact ICC and members.
- 6.4.2. \$50 fine to member per incident for being on a roof (see Roof Policy)
- 6.4.3. \$50 fine to house per incident of a house guest being on a roof (see Roof Policy). The house may choose to collect the fine from a guest or their host if a guest violates the roof policy.
- 6.4.4. Responsibility to Report Use of a Fire Extinguisher: If a fire extinguisher is discharged at any house for any reason, the house is responsible for communication of the discharge to ICC staff within 24 hours; otherwise, the house will automatically be charged a \$50 fine.
- 6.4.5. Inappropriate Use of a Fire Extinguisher: Houses will be fined \$50 for discharging a fire extinguisher for any purpose other than putting out a fire.

6.5. Roof Policy

- 6.5.1. Purpose: ICC recognizes the need to protect members and minimize organizational liability by strongly discouraging unauthorized roof access.
- 6.5.2. No member or house guest is allowed to be on any ICC roof at any time. Being on the roof constitutes a breach of lease. For the purpose of this policy, a roof is defined as any pitched or flat roof without a guardrail.
- 6.5.3. Evidence of unauthorized activity on a roof will be reviewed by the Board or its delegate to determine appropriate action, including fines and contract cancellation.
- 6.5.4. ICC staff and maintenance contractors are exempted from this policy.

6.6. Spruce Up Policy passed (07/12/04)

- 6.6.1. Each fall, Facilities Committee will propose a house to be closed down for Spruce-Up during the following summer. Spruce-Up is an opportunity for a house to have professional work done to improve its marketability to potential members. This may include improving floors, interior and exterior paint, deep cleaning, improving bathroom facilities, and removing unwanted garbage. Spruce-Up will be coordinated and overseen by the Facilities Administrator with input from the Facilities Committee and the Spruce-Up house.

6.7. Tool Policy

- 6.7.1. A tool budget will be included in the annual ICC budget.
- 6.7.2. The Facilities Administrator and Facilities Committee will determine the tools to be purchased each year after the budget is passed.
- 6.7.3. ICC will maintain a tool shed with tools available for current ICC members to check out during regular ICC office hours. Keys to the shed will be kept at the office with access to the shed exclusive to staff to minimize tool loss.
- 6.7.4. Staff handles tool check-in/out.
- 6.7.5. No more than two tools can be checked out to a member at one time. The time limit for keeping a tool is one week. Members who keep tool(s) over the time limit will be charged \$1/day, regardless of whether one or two tools were checked out, until the tool(s) are returned or up to the value of the retail cost of the tool(s).

6.7.6. If a tool is returned damaged due to negligence, the member has three options: Pay the replacement value of the tool, replace the tool with an equivalent tool, or pay for repair of the tool.

6.7.7. If the tool is not returned within a month of check out, the Facilities Administrator will purchase a replacement and the member will be charged the entire replacement cost of the tool. The cost will be charged to the member's account.

6.7.8. If a tool is used for a labor holiday or other house project, the member who checks it out is responsible for returning the tool, and is subject to the rules above.

6.7.9. Tools that are stolen from the shed or are broken during normal use will be replaced from the minor maintenance budget for the current fiscal year.

6.8. Damage and Negligence.

6.8.1. Houses and members are generally responsible for damages to the houses, including damage done by previous members, and any other expenses related to member negligence. Some examples of past negligent damages include inappropriate use of fire extinguishers, drain clogs caused by inappropriate things being put down drains, broken windows, holes in walls, and roof leaks caused by people on roof.

6.8.2. Room Damage Charges: Any damages not noted on the check-in form may be charged to the member upon discovery or upon check out. Charges for damage repairs in member rooms will be billed at cost to members, including staff or member labor expenses. ICC staff is responsible for notifying the member, house officers and Facilities Coordinator when damage charges are assessed.

6.8.3. Common Area Damage: Charges for damage in commons areas will be billed to house members at the time the damage is discovered or reported. Houses can assign the damage charges to one or more members. Houses can cover the costs if voted on by the house through their normal decision-making process. Written documentation of a valid decision must be provided before house funds can be used to pay for Commons Area Damage. This process is followed to prevent houses from transferring costs for negligence onto future members.

6.8.4. Calculation of Costs: Cost of damages will include all materials as well as staff time. Staff time cost will be calculated at an hourly rate by dividing gross annual salary of staff member(s) who spent time on repairs by 1784 (total weekdays-holidays-paid time off)*(8 hours per day).

6.8.5. The Facilities Committee reviews all expenses resulting from accidental or negligent behavior and hears appeals from members and houses regarding charges they feel are unjustified. Furthermore, the Facilities Committee makes the determination of who is financially responsible in cases where staff feels circumstances are not clear.

6.9. Move-in Condition and Room Cleaning:

6.9.1. Members should expect to move into a reasonably clean room and are expected to leave their rooms reasonably clean after move out.

6.9.2. If a room has not been reasonably cleaned by its existing member(s) a new member may be paid \$10/hour for up to 6 hours of documented cleaning (\$60 maximum per room). Two regular house officers, one interim house officer, or an ECC officer must approve both the need for the cleaning and satisfactory completion of the work. All documentation must be provided to ICC staff for payment

6.9.3. Funding for room cleaning expenses will come first from the exiting members deposit (or charged to their current account), and secondarily from minor maintenance funding.

6.10. Room Painting Policy

6.10.1. Members may paint their rooms to their liking at their own expense, however, very sloppy work, spilled paint, graffiti style, finger paintings, pen ink, or other creative license, will

usually be considered room damage and be covered by the room damage policy. In no case will room damage charges be based solely on the colors, e.g. a totally black room.

6.10.2 Members may receive up to \$80 reimbursement to paint their rooms white because they don't like the existing colors. A white room can have any color trim and still be considered white. A house officer must sign off that the room has been painted white per this policy before reimbursement will be given.

6.11. ICC Pool Policy

6.11.1. ICC maintains the pool located at House of Commons centrally. Members of House of Commons are responsible for keeping the area around the pool clear of leaves, trash and other debris, and emptying the skimmer basket. Open pool season is April 1st – October 15th. During the closed season, the pool is covered and not used.

6.12. Mattress Policy

6.12.1. ICC will purchase and provide a low cost twin mattress to a tenant if, after an earnest search, no usable mattress (as determined by a house or ECC officer) can be found at the house or any other ICC houses.

6.13. Facilities Budgeting Guidelines

6.13.1. Purpose: To provide guidance and clarification to the staff, coordinators, committees and Board regarding the process of facilities planning

6.13.2. Responsibility:

6.13.2.1. The facilities coordinator is responsible for ensuring that a facilities budget plan is reviewed and approved by the facilities committee and brought to the ICC Board for final approval, ideally at the same meeting the finance committee brings the ICC budget for approval. Neither the facilities coordinator nor the facilities committee is required to have the expertise to draft the budget plan.

6.13.2.2. Staff, usually the facilities administrator, is responsible for creating a draft facilities budget plan for consideration by the facilities committee. This plan can be accepted as-is or modified as necessary by the facilities committee. The facilities committee can also bring forward plans independent of the facilities administrator draft.

6.13.3. Initial Facilities Funding Level: The facilities spending level from annual operations will be set at 15% of budgeted net revenue in the initial draft ICC budget(s) from the finance committee. Facilities spending includes renovation savings accruals and facilities reserve contributions, and excludes planned spending from savings, "rollover" projects, new loans for capital projects, and debt service. The purpose of this policy is to provide ICC with sufficient resources to maintain and improve its houses.

6.13.4. Debt Financing: The facilities committee, working with the finance committee, should consider loans for large projects, typically over \$80,000. It is recognized that the scale of projects that can be done from the annual budget and renovation savings will not be sufficient to cover the large costs of the major rehabilitations and safety upgrades that will be required for the future. Projects requiring debt financing should be planned two years in advance to prevent boondoggles.

6.14. Fire Sprinkler Policy:

6.14.1. Purpose: To protect ICC members and facilities from fire, ensure ICC financial stability by spreading costs over many years, and take a strategic approach to the inevitable fires and fire regulatory requirements that will be required in the future.

6.14.2. Beginning in the fiscal year 2011-2012, ICC will begin installing sprinkler systems in buildings at the rate of 2 every 3 years, with the goal of having all houses owned by ICC protected by 2020.